

Coast Guard

792 T. J. Jackson Drive Fax: 304-271-2405

NVDCINST 16713/1-6

INITIAL VESSEL DOCUMENTATION

These are general instructions which may not cover all requirements needed to document your vessel. Please see 46 CFR Part 67 at: www.access.gpo.gov/nara/cfr/waisidx 01/46cfr67 01.html for detailed information.

CG-1258 Application for Initial, Exchange or Replacement of Certificate of **Documentation:** Completed by new OWNER(s); submit an original **OR** copy of form CG-1258.

CG-1261 Builder's Certification and First Transfer of Title: Must be completed by the BUILDER of the vessel. For INITIAL DOCUMENTATION ONLY. If more than one builder, each builder must complete a form. Evidence of U.S. build is required for all vessels seeking a fishery or coastwise endorsement.

CG-5397 Application for Simplified Measurement: Completed by owner when CG-1261 Builder's Certification and First Transfer of Title is not provided.

<u>CG-1340 Bill of Sale:</u> This form may not be necessary if the Builder's Certification & First Transfer of Title form is submitted and shows the applicant as "Party for Whom Built" in Block V, or as the transferee in the First Sale or Transfer in Block VII. Otherwise, a bill of sale is completed by seller. Signature of seller(s) must be acknowledged before a notary public. If information has been altered in any way, it will be rejected. The bill of sale may be original or a signed copy. Do not submit a duplicate. A copy of the instrument will be returned.

Simplified Method: Ownership may be established from state title or state or foreign registration. A copy of the title or registration must be provided WITH the bill(s) of sale from the registered owner to applicant. If the foreign registry is similar to U.S. documentation, provide a copy of the registry and evidence of removal from foreign registry in addition to the bill of sale.

Simplified method does not apply to Coastwise vessels of over 200 ITC gross tons. addition to U.S. build evidence; submit the complete chain of title and proof of U.S. citizenship for all past owners. Form MA-899 can be used to establish citizenship and will be provided upon request.

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Fees:

Initial Application for Documentation	\$133.00*
*ADD endorsement fee: Coastwise	\$29.00
Fishery	\$12.00
Recreation or Registry	

NOTE: When more than one endorsement is requested, only the single highest endorsement rate applies - \$29.00 MAXIMUM.

Bill of Sale	\$8.00 (per page)
Mortgage	\$4.00 (per page)

NOTE: One sheet of paper with information on both the front and the back is considered TWO (2) pages.

Instructions:

- 1) Fillable forms can be found on our website at: http://www.uscg.mil/nvdc
- 2) Copies made on anything other than plain paper will be rejected.
- 3) Checks and money orders payable to U.S. Coast Guard, or credit card payments with accompanying CG-7042 Authorization for Credit Card Transactions are also accepted and must accompany application. Fees are non-refundable as per 46 CFR 67.500(e).
- 4) Documents may be mailed or faxed to the NVDC using the information above, or sent via e-mail to: NVDC.PDF.FILING@uscg.mil

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